

# The State Employees' Association of New Hampshire, Inc.

## By-Laws

### S.E.A. Chapter #14, Manchester Community College, Manchester, NH.

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#### ARTICLE I. NAME

- a) The name of this chapter is "S.E.A. "Chapter #14, Manchester Community College.
- b) It shall be a chapter governed by the Constitution of The State Employees' Association of New Hampshire, Inc., organized under Article V, and approved under Article VII. section 5 (e) of the Constitution. of the State Employees' Association of New Hampshire • Inc., dated .April 29. 1969: as amended.

#### ARTICLE II. MEMBERSHIP

- a) Before any employee is allowed to become a member of this chapter. the employee must comply with Article 1110 section 1, of the Constitution of The state Employees' Association of New Hampshire, Inc.

#### ARTICLE III OFFICERS

- a) The officers of this chapter shall include a President, Vice President, a Secretary and Treasurer
- b) Officers shall be elected from the chapter membership annually All such officers shall be members in good standing.
- c) All officers and directors may succeed themselves.

#### ARTICLE IV DUTIES OF OFFICERS

- a) President - The president shall be the executive head of this chapter with full power to enforce the provisions of the By-Laws. The president shall conduct all meetings of the chapter, Board of Directors and vote to break or make a tie. The president shall be a member ex-officio of all committees except the Nominating committee.
- b) Vice President - The vice president shall in the absence or disability of the president; assume the duties of the president; shall be chairman of this chapters membership committee and submit a monthly report to the chapter secretary. The vice president shall be a member of this chapter's Board of Directors with voting privileges.
- c) Treasurer - The treasurer shall receive all monies and be the custodian of the funds of this chapter, sign all checks disbursing funds; give a financial report at each regular meeting of this chapter, and submit to the annual meeting of this chapter an itemized financial statement for the fiscal year. The Treasurer shall submit his books and records for audit annually or when required by the Board of Directors. The treasurer shall also perform such other duties as the president may order. The Treasurer shall be a member of the chapter's Board of Directors with voting privileges.

- d) Secretary - The secretary shall keep the minutes of all meetings of the chapter, the chapter's Board of Directors and carry out such correspondence as may be required to conduct the business of the chapter; shall notify the Executive Director of the Association as to the time and place of scheduled meetings and that such scheduled meetings were held. A copy of the minutes of all meetings of the chapter, chapter's Board of Directors shall be sent to the Executive Director of the Association within seven (7) days of the meeting. The secretary shall send the names of officers, councilors, delegates and alternates to the Executive Director of the Association within seven {7} days following an election. The names of delegates must be submitted to the Executive Director of the Association no less than thirty (30) days prior to the Association's annual, convention. The secretary shall be a member of the chapter's Board of Directors with voting privileges.
- e) Should a vacancy occur in any chapter office, such vacancy shall be filled for the unexpired term by the chapter at its next regular meeting, or at a special meeting, called by the president.

#### ARTICLE V BOARD OF DIRECTORS

- a) The chapter Board of Directors shall consist of all Chapter officers and councilors.
- b) The chapter Board of Directors shall manage all affairs of the chapter; exercise the wishes of the majority of the chapter members and verify all bills as budgeted, prior to payment.
- c) With at least a 48-hour notice, the chapter Board of Directors shall meet at least once prior to each chapter meeting at the call of the president, or when a majority of the Board of Directors deems it necessary.
- d) A quorum of the chapter's Board of Directors shall be comprised of the president and/or vice president and a majority of the remaining members.

#### ARTICLE VI CHAPTER MEETINGS

- a) This chapter shall meet at least four times annually.
- b) The annual meeting of this chapter shall be held in May.
- c) Such meetings shall be called and attended by the chapter president or his duly constituted representative.
- d) The quorum for a chapter meeting shall consist of members in good standing equal in number to the total number of duly constituted officers plus three (3) (unless a larger number is specified in the chapter By-Laws.)

#### ARTICLE VII CHAPTER FUNDS

- a) The Executive Director of the Association shall be notified immediately when this chapter votes to charge additional dues in excess of the annual dues charged by the Association.
- b) Funds remaining either in a chapter treasury or in the Association treasury credited to a chapter for a year after such chapter has been abolished shall be deposited to the credit of the Association.

#### ARTICLE VIII. COUNCILORS AND ALTERNATES

- a) According to Article V, Section 7(b), this chapter shall at its annual meeting elect from its membership one councilor for every twenty (20) members and an additional councilor for any remainder of eleven (11) or more.
- b) An appropriate number of alternates to the Council shall also be elected from the membership at the annual meeting of this chapter.

- c) All councilors shall be delegates to the annual convention of the Association.

**ARTICLE IX DUTIES OF COUNCILORS OR ALTERNATE COUNCILORS**

- a) It shall be the duty of councilors and alternates to keep the chapter membership informed at all times of Association matters; to poll the members in order to determine their stand on vital issues; and to represent their viewpoint at council meetings.
- b) Each councilor shall attend all council and Board of Director meetings. In the event this is impossible, it shall be his responsibility to secure an alternate councilor to substitute for him.
- c) If a councilor fails to attend two consecutive meetings of the councilor the chapter's Board of Directors without providing for an alternate to substitute for him, he shall cease to be a councilor.

**ARTICLE X. DELEGATES AND ALTERNATES**

- a) According to Article V, Section 8 (b), this chapter shall elect from its membership one delegate for every forty (40) members, and an additional delegate for any remainder of twenty-one (21) or more.
- b) An appropriate number of alternate delegates shall be elected from the membership.
- c) Each delegate elected by this chapter must receive the votes of a majority of all members present at the meeting. If more than two candidates are nominated for any position as delegate and no one receives the required majority, the candidate receiving the lowest number of votes on each successive ballot shall be dropped until one of the candidates receives the required majority.
- d) The election of delegates and alternates by this chapter must be in time so that the list of those elected shall be transmitted to the Executive Director of the Association at least thirty (30) days before the convention.
- e) This chapter may reimburse delegates for convention expenses, including registration fees.

**ARTICLE XI DUTIES OF DELEGATES AND ALTERNATE DELEGATES**

- a) A delegate or alternate delegate to the annual convention (including councilors) shall participate in the deliberations of the convention by representing this chapter and voicing the desire of this chapter in the various proposals pertaining to the operation of the Association.

**ARTICLE XII COMMITTEES**

- a) The chapter president shall appoint, with the approval of this chapter's Board of Directors, the following standing committees and any other committees deemed necessary for the successful operation of this chapter:

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|--------------|---------------|---------------|
| 1. By-Laws   | 3. Membership | 5. Finance    |
| 2. Grievance | 4. Program    | 6. Nominating |

- b) Standing Committee shall consist of not less than three (3) members, appointed from the chapter membership. Their chairman shall be named by the chapter president and this individual shall be responsible for calling the meetings of the committee and shall report to the chapters' Board of Directors. The chairman may vote to Break or make a tie.

### ARTICLE XIII COMMITTEE DUTIES

- a) By-Laws – This committee shall review proposed amendments and recommend changes to the chapter By-Laws.
- b) Grievance – This committee will receive grievances from any chapter member and try to resolve the problem to the satisfaction of the member. The committee may require that the grievance be submitted in writing. All written grievances shall be reported immediately to the Executive Director of the Association. Grievances that cannot be resolved are to be turned over to the Executive Director of the Association for assistance.
- c) Membership – This committee under the chairmanship of the chapter vice president will promote membership drives and a continuous contact with employees who are not members in an effort to increase chapter membership and membership in the Association.
- d) Program – This committee shall make preparations to have programs for chapter meetings whenever so instructed. It may also serve as the chapter Social committee and will plan any social event voted by the membership.
- e) Finance – This committee shall prepare a chapter budget and shall consider all requests for expenditures referred to it.
- f) Nominating – This committee shall meet to prepare a slate of candidates for the annual election of the chapter; provide ballots and supervise chapter elections. It should make every effort to secure at least two candidates for each office. When preparing ballots this committee shall make certain that there is suitable space on the ballot (in each office) to allow for the name or names of writ-in candidates, equal to the number of position open for election.

### ARTICLE XIV POWERS AND DUTIES OF THE CHAPTER

- a) This chapter may participate in the writing of a Collective Bargaining Contract in a department, division or institution where members under its jurisdiction are employed as long as it is not in conflict with another Chapter affecting the same department, division, or institution.
- b) This chapter must approve its operating budget.
- c) This chapter may prepare resolutions for submission to the annual convention of the Association.
- d) This chapter may prepare proposed legislation to be forwarded to the Association prior to the start of a meeting of the General Court. All of this material should be submitted for consideration at the annual convention of the Association.
- e) This chapter may offer advice and direction to councilors prior to their attending Council meetings or the annual convention of the Association.
- f) This chapter may place in nomination the name or names of individual members who are members in good standing in the Association, as officers or directors of the Association.
- g) This chapter may take any action which is in accord with the policies and purposes of The state Employees' Association of New Hampshire, Inc., provided that it shall in no way commit the Association to any policy or action without authorization from the Association's Board of Directors. (All collective bargaining contracts must be signed by the state Employees Association of New Hampshire, Inc.)

## ARTICLE XV. AMENDMENTS

- a) These By-Laws may be amended by the following procedure:

All suggested amendments must be submitted in writing to the chapter's Board of Directors who will evaluate same and forward them to the Association's Board of Directors with recommendations. After the passage they will be returned to the chapter and then submitted to the chapter membership in ballot form. For approval, at least 20% of the membership shall have cast a vote. Only ballots received prior to the deadline will be counted.

## ARTICLE XVI PARLIAMENTARY PROCEDURE

- a) The rules contained in "Robert's Rules of Order-Revised" shall be the governing rules of the chapter on any matter not; provided for in the chapter By-Laws or in the Constitution of the State Employees Association of New Hampshire. Inc., in all Cases to which they are applicable and in which they are not inconsistent with the Constitution of the Association.